**Skills Most Sought After by Employers**

SOFT SKILLS

**Communications Skills (listening, verbal, written).** By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business.

**Analytical/Research Skills.** Deals with your ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.

**Computer/Technical Literacy.** Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.

**Flexibility/Adaptability/Managing Multiple Priorities.** Deals with your ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

**Interpersonal Abilities.** The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.

**Leadership/Management Skills.** While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.

**Multicultural Sensitivity/Awareness.** There is possibly no bigger issue in the [workplace](http://www.quintcareers.com/job_skills_values.html) than diversity, and job-seekers must demonstrate a sensitivity and awareness to other people and cultures.

**Planning/Organizing.** Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.

**Problem-Solving/Reasoning/Creativity.** Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.

**Teamwork.** Because so many jobs involve working in one or more work-groups, you must have the ability to [work](http://www.quintcareers.com/job_skills_values.html) with others in a professional manner while attempting to achieve a common goal. 

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